

APPENDIX FFEDERAL SPECIFICATIONS AND STANDARDSA. GENERAL

The GSA is responsible for policies and procedures for Federal specifications and standards. When developing, updating, canceling, or validating Federal specifications and standards, Preparing Activities must follow the policies and procedures in the GSA Handbook FPMR 101-29 (reference (m)), the general standardization requirements in Chapters 4 and 5 of this Manual, and the supplementary requirements in this Appendix. If a conflict arises between this Manual and reference (m) on preparing Federal specifications and standards, reference (m) shall govern.

B. FEDERAL SPECIFICATION AND STANDARD DEVELOPMENT PROCESS

Figure F-1 depicts the typical development process for a Federal specification or standard in the Department of Defense.

1. Determine the Need. If a suitable NGS does not exist or could not be revised to meet the users' need, a DoD Preparing Activity may develop a Federal specification or standard with authorization of the GSA, the Department of Agriculture (for FSG 89 only), or the Department of Veterans Affairs (for FSG 65), as applicable. If a NGS exists that nearly meets the need, but requires changes, the Preparing Activity may develop a Federal specification or standard using the NGS as the primary basis for the requirements. At the same time, the Preparing Activity shall request the appropriate NGSB to make the necessary changes to the NGS, and the Federal document shall be canceled when the changes to the NGS are made. See the criteria in subsection B.1. of Chapter 4 and Appendix K for determining the need for a Federal specification or standard.

2. Standardization Project Approval. Project approval for a Federal specification or standard is a two-phase process. The appropriate civilian Agency and the LSA must both approve Federal standardization projects.

a. Civilian Agency Approval. Before contacting the LSA, the Preparing Activity shall call the appropriate civilian Agency standardization office listed in the SD-1 (reference (t)) for authorization to develop, update, or cancel a Federal specification or standard. Besides approving the standardization project, the

civilian Agency should also provide a civilian Agency coordination list.

(1) For FSG 65, contact the Department of Veterans Affairs.

(2) For FSG 89, contact the Department of Agriculture.

(3) For all other FSGS, contact the GSA.

b. LSA Approval. The LSA shall first ensure that the appropriate civilian Agency has approved the standardization project request. As a minimum, the LSA should use the questions in Appendix K as guidance for determining project approval. Nearly all projects for Federal specifications and standards should be coordinated and will almost always include civilian Agencies. The LSA shall challenge any requests for limited coordinated projects.

3. Drafting the Federal Specification or Standard. Besides the general requirements in section C. of Chapter 5, the following administrative requirements apply:

a. Only rarely should Federal specifications or standards be source documents for DIDs. Usually, Federal specifications or standards shall be marked "AMSC N/A" in the lower left-hand corner of the first page. If the Federal specification or standard is a source document for a DID, then it must be cleared by the OSD AMSDL Clearance Office and assigned an AMSC number that shall appear in the lower left-hand corner of the first page. (See subsection C1. of Chapter 5.)

b. Federal specifications and standards shall always be marked with "Distribution Statement A. Approved for public release; distribution is unlimited" at the bottom of the first page.

c. Federal specifications and standards shall not contain classified information.

d. Federal specifications may contain qualification requirements (see Appendix B) .

4. Coordination. Since nearly all Federal specifications and standards are coordinated documents, Preparing Activities shall coordinate them with the LSA, Custodians, Review Activities, other DoD users, and a representative segment of industry. In almost all

cases, Preparing Activities should also coordinate with civilian Agencies as well. For Federal specifications and standards, civilian Agencies may submit essential comments that the Preparing Activity must resolve. (See subsection E1. of Chapter 5.)

5. Resolving Civilian Agency Comments. The Preparing Activity must resolve all essential comments submitted by interested civilian Agencies. When requested, the Preparing Activity shall send a copy of the final draft to the civilian Agency that authorized the standardization project for review and approval before forwarding to the DoDSSP. If the Preparing Activity does not satisfactorily address essential comments, the GSA, the Department of Veterans Affairs (for FSG 65), or the Department of Agriculture (for FSG 89) shall try to resolve the issue with the Preparing Activity. If this fails, the appropriate civilian Agency shall contact the OASD(P&L)SPD for appropriate action.

6. Printing, Distribution, and Indexing. The requirements of section H. of Chapter 5 shall be followed, except the Preparing Activity shall also send a copy of the Federal specification or standard to the GSA.

C. CANCELLATION OF FEDERAL SPECIFICATIONS AND STANDARDS

The DoD Preparing Activity may cancel Federal specifications and standards with the approval and concurrence of GSA, the Department of Veterans Affairs (for FSG 65 documents), or the Department of Agriculture (for FGS 89 documents) . When the DoD Preparing Activity determines that a Federal specification or standard should be canceled, the following steps shall be taken:

1. Contact the GSA, the Department of Veterans Affairs (for FSG 65), or the Department of Agriculture (for FSG 89) for authorization to propose cancellation and to obtain a civilian Agency distribution list for coordination.

2. Obtain a project number. The LSA shall ensure that the cognizant civilian Agency has authorized the cancellation action before issuing a project number.

3. Coordinate the cancellation notice with civilian Agencies, military Custodians and Review Activities, and affected segments of industry. The cancellation notice should identify a superseding document(s), if possible, and provide a cross reference of classifications.

4. If no objections are received, the cancellation notice shall be approved and dated. One original copy shall be sent to the DoDSSP for printing and distribution and a second original shall be sent to the cognizant civilian Agency.

5. If objections to the cancellation are received, the DoD Preparing Activity shall attempt to resolve the objection. If resolution is not possible, Preparing Activity responsibility may be transferred to the objecting **SMA** or civilian Agency.

D. WITHDRAWAL OF INTEREST IN A FEDERAL DOCUMENT

If the DoD Preparing Activity determines that there is no DoD interest in a Federal specification or standard, but that a civilian Agency does have an interest, the DoD Preparing Activity shall submit a DD Form 1865 to the DoDSSP to delete DoD interest from the Federal document and transfer Preparing Activity responsibility to the civilian Agency. The DoD Preparing Activity shall send copies of the DD Form 1865 to the LSA, the GSA, and the civilian Agency assuming Preparing Activity responsibility.

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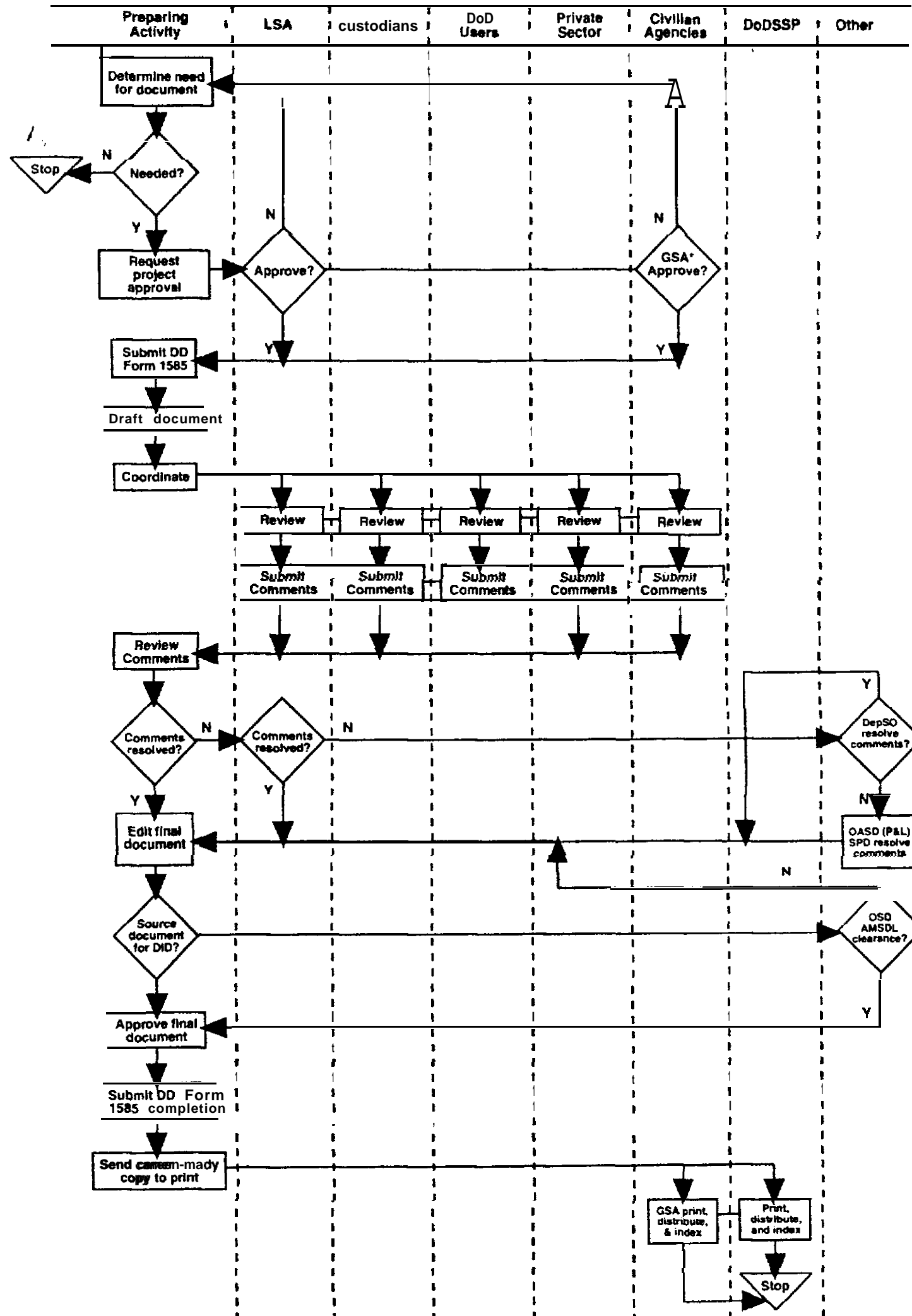


Figure F-1. Typical Development Process for Federal Specifications and Standards